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*Make A Difference*

UNITED STATES DEPARTMENT OF AGRICULTURE ■ FOREST SERVICE

# CHALLENGE YOURSELF

*in the  
Student Career Experience Program*



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*Gain  
Valuable Work  
Experience...*

*While  
You're Still  
in School...  
and Get Paid  
for It!*

### *What is SCEP?*

It is a planned and progressive educational program that offers you many advantages. You can combine your academic studies with on-the-job experience. SCEP helps you get the experience you need to obtain a job that is in demand with the Forest Service. You can apply theories to interesting work that will give new meaning to classroom instruction and explore options before choosing a career. SCEP is a partnership between you, your school, and the Forest Service. Everybody benefits! Finally, a major benefit of SCEP is that it may lead to a permanent job for you upon graduation.

*Looking for challenges,  
opportunities, diverse  
work experiences, and  
the chance to make a  
difference?*



*Choose the Student  
Career Experience  
Program (SCEP) with  
the USDA Forest Service.*



*Start preparing now for  
your future.*



## *Who is eligible?*

*You are eligible if you...*

- Are at least 16 years of age and a student enrolled or accepted for enrollment to obtain a diploma, certificate, degree, etc.
- Are taking at least half-time course work in an accredited high school, technical or vocational school, 2- or 4-year college or university, graduate or professional school.
- Are a U.S. citizen. Noncitizens may qualify in the absence of interest- ed, qualified U.S. citizens if they are permitted by a Federal agency's appropriation act and are eligible to work under U.S. immi- gration laws.

*U.S. citizenship IS required for con- version to permanent employment.*

- Meet security and fitness requirements.
- Are majoring in a course of study related to the position to be filled.



## *What occupational categories does the Forest Service recruit from under SCEP?*

The majority of SCEP positions are in natural resource fields. However, stu- dents are hired from a wide variety of academic disciplines. Some of the areas/occupations in which we hire students are listed below:

*Archeology  
Forest Management  
Civil Engineering  
Range Conservation  
Wildlife Biology  
Ecology  
Land/Cadastral Surveying  
Economics  
Contracting  
Realty  
Telecommunications  
Entomology  
Recreation Management/Planning  
Landscape Architecture  
Soil Science  
Hydrology  
Fisheries Biology  
Geology  
Accounting  
Computer Science  
Botany  
Business Administration  
Cartography*

## *How far may I progress academically while in SCEP?*

You may progress from one academic level to another if you continue to meet the school's and the Forest Service's needs and requirements for participation.

## *How long would I work in SCEP?*

You must work a minimum of 16 weeks or 640 hours to become eligi- ble for permanent employment. However, most students complete sev- eral work periods prior to graduation. The 640-hour work requirement must be completed prior to graduation.

## *How would my work be scheduled?*

You, your educational institution, and the Forest Service will agree on the work schedule. The following options are possible.

- Part-time work and concurrent school attendance.
- Full-time work, which may include only summers.
- A combination of part- and full- time work.







## *How much would I be paid?*

Your pay will depend on your qualifications based on a combination of education, experience, and academic performance. Students' pay is determined by the General Schedule hourly or annual rate, which covers most Federal positions. Most students will earn between \$7 and \$11 an hour, though others may earn more or less depending on the level at which they enter the program. After your initial appointment, you may be promoted to a higher grade based on a combination of education and experience.

## *Will I be eligible for benefits?*

**Yes.** You will earn annual leave (vacation time) and sick leave if you are in work status on a regularly scheduled tour of duty. If your work schedule falls on Federal holidays, you will be paid for those days. You are also covered under the Federal Employee Retirement System and may be eligible for life and health insurance coverage. Check with your Personnel Management Office regarding your eligibility and the cost of these benefits. Tuition assistance, travel, and transportation expenses may also be available in some situations.

## *Will I receive performance appraisals?*

**Yes.** Students are covered by the Forest Service Performance Appraisal System. Results will be shared with you and your school. You will be expected to maintain satisfactory performance. If your performance falls below that level, you may be given an opportunity to improve or you may be separated from the program.



## *Will I be employed after completing my educational and work requirements?*

**Yes,** in most cases. It is Forest Service policy to convert students to permanent appointments within 120 days of completion of their educational and work requirements. In some situations, the Forest Service may not retain a student due to unforeseen budget constraints, position limitations, or reductions in force.





## *How are SCEP positions filled?*

Generally, the Forest Service announces opportunities through the school's career planning or placement office. If you are interested in working for the Forest Service, your first stop should be your school's placement coordinator to see if opportunities exist. You may also contact a Forest Service employment office to determine if any positions are being filled. For master's degree candidate appointments, students generally contact Forest Service employment offices regarding opportunities.

## *Does the Forest Service have other student employment programs besides SCEP?*

**Yes!** The Student Temporary Employment Program (STEP) is similar to SCEP in many ways. The main difference is that STEP allows a student to work in any occupational field, whether or not it is related to the student's major.



## *What are the similarities of SCEP and STEP?*

- eligibility requirements
- pay guidelines
- work schedules
- leave and holiday benefits



## *What are the differences between the two?*

### **SCEP**

- work experience must be related to academic major
- may be converted to permanent employment
- eligible for retirement and insurance benefits



### **STEP**

- work experience may be in any occupational field, whether or not related to academic major
- not eligible for permanent employment
- not eligible for retirement and insurance benefits
- may be appointed to SCEP positions without further competition
- work experience may be credited toward the 640-hour work requirement for SCEP









## Regional Offices

**Northern Region**  
Federal Bldg.  
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Missoula, MT 59807

**Rocky Mountain Region**  
740 Simms Street  
Lakewood, CO 80225

**Southwestern Region**  
Federal Bldg.  
517 Gold Avenue, S.W.  
Albuquerque, NM 87102

**Intermountain Region**  
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Ogden, UT 84401

**Pacific Southwest Region**  
630 Sansome Street  
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**Pacific Northwest Region**  
333 S.W. 1st Avenue  
Portland, OR 97208

**Southern Region**  
1720 Peachtree Road, N.W.  
Atlanta, GA 30309-2417

**Eastern Region**  
310 West Wisconsin Avenue  
Milwaukee, WI 53203

**Alaska Region**  
Federal Building  
Juneau, AK 99802-1628

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**North Central Forest Experiment Station**  
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**Northeastern Forest Experiment Station**  
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**Pacific Southwest Forest and Range Experiment Station**  
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**Rocky Mountain Forest and Range Experiment Station**  
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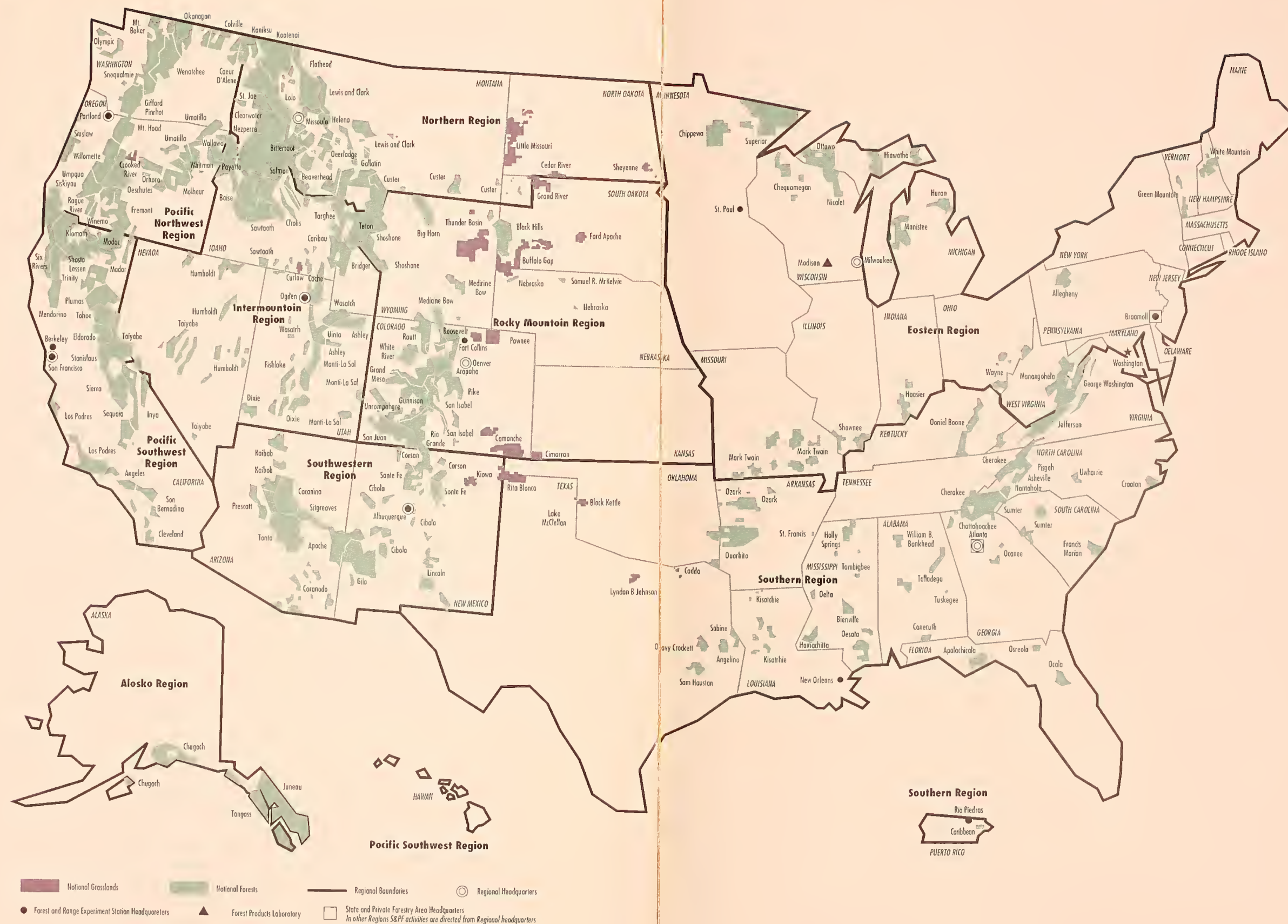
**Southern Research Station**  
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**Forest Products Laboratory**  
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**International Institute of Tropical Forestry**  
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